

Division of Assessment Implementation
DAC Monday Email for April 14, 2003

Question of the Week!

Q: When do we give extended time to students? How much time should we allow?

A: The KCCT allows all students to have extended time after each testing session. Sometimes confusion occurs over exactly what is a "testing session". A testing session is a period of time within which a part (or parts) of the assessment is given. The administration manuals for the KCCT provide scripts for giving the test in a one part, two part, or three part testing session.

1) A school can choose to do each part of a content area (A/B/C) in a different session. If that is the case, then extended time should be provided for any student who needs it, after each of these sessions. Students can only work on the part of the test that was taken in the session, not all three parts.

2) A school can choose to do a content area with A and B together and then C separately (AB/C). If this option is used, then extended time should be provided for any student who needs it after A and B. During this time they can work on part A, part B, or both. Since the last part, C, is given during a separate session extended time should be given as needed; but the students can only work in part C.

3) A school can choose to do an entire content area as one testing session (ABC). When this session is over, students should be allowed extended time, if needed, and can work on part A, B, C or all three. (Note: This testing session is quite long and students will probably need a stretch break in the middle. Remember that students must be monitored during these breaks and if a student needs to use the restroom they must be monitored in the hallway and the restroom.) The CTBS/5 is a timed test and extended time is not allowed for students with this assessment, unless the student has an IEP or 504 Plan that stipulates the need for extended time. The amount of time allocated for extended time in a schedule is hard to judge. At least 60-90 minutes is a good "ball park" figure to allow between test sessions in planning. Keep in mind that if a student needs longer than that, they will have to be given as much time as they need, provided they are making progress. The time can extend no longer than the end of that school day.

Prompting and Cueing

Cue cards and personal reference notebooks used by special education students cannot contain content specific information when used as an accommodation with the state-required assessment. Attached is a document produced by the Special Education Consultants at the Kentucky Department of Education, that explains the appropriate use of this type of accommodation. This should help clarify the issues of cue cards and notebooks.



Assessment Calendars

Attached below are calendars, one for each window. These will help you keep track of accountability dates and when things are to be shipped to CTB.



Writing Portfolio Scoring Verification

Attached is a memo for writing cluster leaders about the opportunity to attend writing portfolio scoring verification sessions. [Please make sure that this information is forwarded to each of your writing cluster leaders. Since many schools were on spring break last week the registration deadline has been extended to Tuesday, April 15.](#) If you have questions, please contact Cherry Boyles at 502-564-2106.



Precode Label Clarification

CTB has received some questions from several districts about their precode labels. The number one question concerning precoding seems to be "what are all the labels for?" There are six labels for every student, two rows of three each. The first label in each row contains all of the information being precoded for that student. This is a reference that allows the schools to verify that the data is correct. The second and third labels are the actual barcode labels that will be affixed to the Student Response Books, Writing Portfolio Score Forms, or the Alternate Portfolio Score Forms, as needed. Only grades 4, 7 and 12 will require two labels. The extra row of labels was included in case there were mistakes made and extra labels might be required.

If you have further questions about your precode labels, contact Pam Ponzi at 678-363-8096.

Good Friday Holiday

All state government offices will be closed for the afternoon this Friday, April 18 (Good Friday). This includes the Kentucky Department of Education.